



DISSEMINATION CONFERENCE GRANTS (DCGS)



OPEN CALL

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APPLICATIONS FOR MISSIONS OCCURRING
BETWEEN THE PERIOD 1 NOVEMBER 2024 - 15 SEPTEMBER 2025

CA20112

PLATFORM OF POLICY EVALUATION COMMUNITY FOR IMPROVED EU POLICIES AND BETTER ACKNOWLEDGEMENT (PROFEEDBACK)

ABOUT PROFEEDBACK

Policy evaluation is a key tool in understanding, developing and modernising EU policies, thus there is a growing demand for EU-wide and high quality evaluation services. The main challenge is that currently there is no bottom-up platform for European researchers and professionals working in policy evaluation. They have limited possibilities to discuss common problems, assess country specific practices and share their knowledge in a mutually beneficial and effective way.

The PROFEEDBACK Action aims to foster the networking of the policy evaluation community at EU-level, raise awareness on the importance of evaluation policy research and improve its impact on policy-making. The Action, following a bottom-up and open approach, gathers researchers and professionals from various scientific fields and sectors to present and evaluate theories, topics, tools and methods of policy evaluation. Results of the Europe-wide assessment of good practices provide direct and high-quality inputs for national and EU bodies responsible for policy evaluation.

ABOUT DISSEMINATION CONFERENCE GRANTS

The Dissemination Conference Grants (DCGs) provide financial support to PROFEEDBACK Action member for their participation in high-level conferences to present the PROFEEDBACK Action, their activities, and results (oral presentation) and for developing new contacts and potential future collaborations. Conferences must be fully organized by a third party (i.e. not organized nor co-organized by the COST Action).

The grantee delivers the approved oral presentation about the PROFEEDBACK Action, actively networks with other participants and promotes the PROFEEDBACK Action to the potential stakeholders.

ELIGIBILITY RULES

You may apply for an DCG if:

Profile of applicant

- You are a member of the PROFEEDBACK Action.
- You have been accepted to present a paper/poster/panel and are listed in the official event/conference program. You must acknowledge COST in your contribution.

Duration

- The actual number of days of attendance to the approved conference.
- The participant may arrive on the day before the conference commences and/or leave one day after the activity finishes. The requested grant should be then calculated accordingly.

Location

- There is no limitation on the location of conferences, they can take place anywhere in the world (including the country of the applicant). However, the grant amount is limited, it might not cover the total costs incurred during the conference.

Specific eligibility criteria

- The conference topic must be relevant to the PROFEEDBACK Action. The participation in the conference should have a potential for impact on the applicant's career.

FINANCIAL SUPPORT RULES

The financial support in the form of an DCG provides a contribution for traveling, accommodation and subsistence expenses, as well as contribution to conference registration fee and poster printing fee.

A maximum of **700 EUR** can be allocated to each successful applicant for face-to-face conferences.

For this call, the Management Committee of PROFEEDBACK Action has allocated a total budget of **3.500 EUR** for 4-8 DC grants. As the allocated budget is limited, the application process is organised on a "first come first served basis". Additional funding might be considered during this Grant Period upon MC decision.

The requested amount by the applicant should reflect the duration and location of the conference. When determining the grant amount, the applicant should take into account an estimation of travel costs and the official COST daily allowance rates. In addition, when meal and accommodation expenses or registrations fees are supported by the hosting institution as part of the provisions offered in their conference package, the amount afforded to each eligible participant must be deducted from the grant.

The final grant amount will be determined during the evaluation process by the Core Group of the PROFEEDBACK Action.

Please note that the awarded grant will be paid only after the Dissemination Conference has been completed, and after the required reporting documents have been submitted and approved.

TIMELINE

- **Deadline for submission of applications:** There is no specific deadline, applications can be submitted at any time on a rolling basis, however applications must be submitted at least 30 days before the start of the mission.
- **Outcome notification date:** Grant decisions are normally announced within 30 days after submission.
- **Period within which DC must occur:** 1 November 2024 – 15 September 2025
- **Deadline for submission of report after DC:** Report and supporting documents must be submitted 30 days from the end of the DC, or within 15 days from the end date of the Grant Period or within a shorter timeframe as per Grant Holder/ Grant Awarding Coordinator's request to meet reporting deadlines.
- **Payment of grant:** Grant is payable up to 30 days after the grantee's report and supporting documents have been approved.

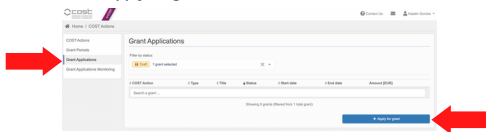
APPLICATION PROCESS

Applicants must register for an e-COST profile at <https://e-services.cost.eu>. To submit an application, please follow the steps below.

1.

Create a Grant application

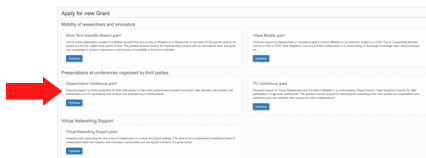
The applicant encodes a grant application by logging into e-COST and clicking on the Grant Applications tab. To encode a new application, the applicant clicks on 'Apply for grant'.



2.

Choose the type of grant

The applicant can select the grant from the page 'Apply for new grant'.



3.

Fill out the required info on the application page

For each type of grant the application page will contain different sections, some are pre-filled by e-COST such as Applicant name or Primary Affiliation, others are mandatory to be filled. Grant applications require an active Action Grant Period.





Upload the supporting documents

After encoding the Grant application form by filling all above-mentioned sections, the applicant also needs to upload the actual application template completed which shall be previously downloaded from the application page. The applicant will need to upload additional supporting documentation for each type of grant.

Dissemination Conference – supporting documentation

- Dissemination conference grant application based on e-COST template: https://www.cost.eu/DisseminationConference_GrantApplication
- Copy of the abstract of the accepted oral presentation
- Acceptance (or invitation) letter from the conference organisers
- Full CV (max. 3 pages), including a list of academic publications if applicable

The screenshot shows a web interface for uploading supporting documents. At the top, there is a yellow banner with the text: "The following supporting documents are missing to submit the application: Grant application, Acceptance letter from the conference organisers, Copy of the abstract of the accepted oral or poster presentation". Below this, there is a section titled "Upload document" with a sub-header "Dissemination Grant Application template". The form includes fields for "Title (mandatory)", "Document type" (a dropdown menu), and "File to upload". A "Browse" button is next to the file upload field. Below the form, there is a "Upload document" button. At the bottom of the page, there is a "Back to Applications" button on the left and a "Submit application" button on the right, which is highlighted with a red arrow.



Submit the application

After adding the supporting document(s), the applicant can submit the grant application.

EVALUATION PROCESS

The submitted applications will be assessed by the Grant Awarding Coordinator together with the Core Group of the PROFEEDBACK Action. They will perform the scientific and budgetary assessment of the applications against the perceived contribution that the proposed conference will make against the scientific objectives outlined in the [PROFEEDBACK Action's Memorandum of Understanding](#).

REPORTING PROCESS

After the end of the conference, the grantee receives an e-notification to submit the report and other supporting documents on e-COST.

Please note that the awarded grant will be paid only after the Dissemination Conference has been completed, and after the required reporting documents have been submitted and approved.

The deadline to submit the report is 30 days from the end of the activity, within 15 days from the end date of the Grant Period or within a shorter timeframe as per Grant Holder/ Grant Awarding Coordinator's request to meet reporting deadlines.

Dissemination Conference – supporting documentation

- Dissemination Conference report based on e-COST template: https://www.cost.eu/DisseminationConference_Report
- Certificate of attendance
- A short review of the conference, and a picture of the applicant which can be shared on the PROFEEDBACK social media platforms.
- Programme of the conference or book of abstracts / proceedings indicating the presentation (oral or poster)
- Copy of the given presentation (oral or poster) - You must acknowledge COST in your contribution.

Failure to submit the report and supporting documents within 30 days from the end date of the Dissemination Conference will effectively cancel the Grant.

Please note that COST Association and Action's Grant holder may request additional information to substantiate the information contained within the documents submitted by the DCG applicants.

CONTACT

For further information, please contact profeedback@hetfa.hu
Visit website: <https://profeedback.eu>

RELEVANT DOCUMENTS

- <https://www.cost.eu/uploads/2025/01/COST-Grant-Awarding-userguide.pdf>
- <https://profeedback.eu/wp-content/uploads/2025/01/Grant-Application-Documentation-2.pdf>

USEFUL DOCUMENTS COST

Annotated Rules

<https://www.cost.eu/uploads/2024/11/COST-094-21-V2.0-AnnotatedRules-for-COST-Actions-Level-C.pdf>

PROFEEDBACK Memorandum of Understanding:

https://e-services.cost.eu/files/domain_files/CA/Action_CA20112/mou/CA20112-e.pdf

This publication is based upon work from COST Action CA20112 PROFEEDBACK, supported by COST (European Cooperation in Science and Technology). COST (European Cooperation in Science and Technology) is a funding agency for research and innovation networks. Our Actions help connect research initiatives across Europe and enable scientists to grow their ideas by sharing them with their peers. This boosts their research, career and innovation. Visit www.cost.eu



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